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JOB #2016-038-S04

**Supreme Court Clerk's Office
Olympia, Washington**

DEPUTY CLERK

The Supreme Court Clerk's Office in Olympia, Washington would like to bring to your attention an exciting opportunity. We are seeking to fill the Deputy Clerk position.

The Deputy Clerk assists the Clerk of the Supreme Court in the performance of all of the Clerk's duties and assumes those responsibilities in the absence of the Clerk. The Supreme Court Clerk maintains the court's records, files and documents. The Clerk is also responsible for managing the court's caseflow, including the preparation of its calendars, arranging for pro tem (temporary) judges and docketing all cases and papers filed. The Clerk rules on certain procedural motions and requests for costs awards, and determines the amount of attorney fees if such are awarded by the Court.

The Deputy Clerk serves at the pleasure of the Clerk and is bound by the Code of Judicial Conduct.

Please refer to the Job Description for more details at [Current Job Openings](#).

QUALIFICATIONS AND CREDENTIALS

- A law degree **AND** current membership in the Washington State Bar Association.
- Five years as a practicing attorney with experience at the appellate level.
- Two years of supervisory experience.
- Experience with, and an aptitude for, the use of technology, including basic proficiency in MS Word.

SALARY AND BENEFITS

- \$98,000 to \$115,000 DOQ
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

**APPLICATION PROCEDURE:**

Submit a **cover letter** specifying how you meet the qualifications of the position (no more than two pages), **résumé** and completed **judicial branch application** (found at www.courts.wa.gov/employ) by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: Employment@courts.wa.gov

Fax: 360-586-4409

No applications will be accepted by the Supreme Court Clerk's Office.

CLOSING DATE: This position will be open until filled; first review of applications will be July 18, 2016. Candidates are encouraged to apply early. The Clerk's Office reserves the right to close the recruitment at any time.

The Supreme Court is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.